

## Leave Accrual Table

Annual, Holiday, and Sick Leave Accrual Table

(effective beginning 7/02/2002)

Annual, holiday, and sick leave shall be accrued in **whole hours**.

Sick leave accrual is a maximum of four (4) hours per pay period for all eligible employees.

Holiday leave accrual is a maximum of (8) hours per holiday.

(Leave can still be used in quarter hours.)

Annual leave is accrued according to years of state service.

0 through 5 years of service = 4 hours accrual per pay period

6 through 10 years of service = 5 hours accrual per pay period

11 through 20 years of service = 6 hours accrual per pay period

21 or more years of service = 7 hours accrual per pay period

> = greater than

< = less than

Number of hours paid in the Pay Period	ANNUAL LEAVE ACCRUAL				Sick Leave Accrual	HOLIDAY Accrual	
	4 Hours	5 Hours	6 Hours	7 Hours		1 Per Pay Period	2 Per Pay Period
<8	0	0	0	0	0	0	0
>8, <12	0	1	1	1	0	1	1
>12, <16	1	1	1	1	1	1	1
>16, <20	1	1	1	1	1	2	2
>20, <24	1	1	2	2	1	2	2
>24, <28	1	2	2	2	1	3	3
>28, <32	1	2	2	2	1	3	3
>32, <36	2	2	2	3	2	4	4
>36, <40	2	2	3	3	2	4	4
>40, <44	2	3	3	4	2	4	5
>44, <48	2	3	3	4	2	5	5
>48, <52	2	3	4	4	2	5	6
>52, <56	3	3	4	5	3	6	6
>56, <60	3	4	4	5	3	6	7
>60, <64	3	4	5	5	3	7	7
>64, <68	3	4	5	6	3	7	8
>68, <72	3	4	5	6	3	8	8
>72, <76	4	5	5	6	4	8	8
>76, <80	4	5	6	7	4	8	8
> 80	4	5	6	7	4	8	8